



UTA JOB LIST

As of October 29, 2019

Unless specific permission is given within the listing, **DO NOT CALL** about positions or to follow up. Please do **NOT** post this list anywhere online without expressed prior written permission.

EXECUTIVE & MANAGEMENT POSITIONS

- Oct 29 Legal department seeking Contracts Administrator to handle legal matters, including negotiating, drafting option and rights agreements, talent, production, vendor agreements, distribution, licensing, third-party services, intellectual property enforcement and management, advising on financial matters including participations, residual reporting, other matters relating to ongoing production, development, episodic tv, motion picture library. Provide admin/contract support to SVP, other personnel. May include negotiating deal terms, drafting simple agreements with supervision. Cover letter/resume to jobpostings@henson.com
- Oct 18 Boutique Celebrity & Influencer Branding Agency is hiring an Agent who will focus on procuring brand deals for clients. Entertainment and sales/pitching experience required. Ideal candidates will be self-starters who have experience cold emailing/calling brands and agencies and are able to cultivate new buyer relationships. Must submit resumes with cover letters. Please include why you are interested in this position and why you are a great fit. Email: celebritybrandingcareer@gmail.com
- Oct 18 Leading podcast platform is looking for a detail-oriented Attorney to run Business and Legal Affairs. Candidates should be familiar with podcast deal terms and negotiations, along with general new media transactional legal issues. Looking for folks with three to five years of experience. Willing to discuss a part-time situation for the right candidate with salary to reflect status and experience. Please send resumes to bhentlawjobs@gmail.com
- Oct 18 Wondery is looking for a full-time Advertising Inventory Manager to join the Los Angeles Ad Sales & Operations Team. This technical role will work to ensure campaigns are set up for success by liaising between the ad sales team, agencies, vendors, and clients to ensure effective and efficient campaign management/delivery and yield optimization. We are looking for a forward thinking, hyper-organized person who learns swiftly, thinks critically and is enthusiastic about working with a quickly growing global brand. Reply to careers@wondery.com

ASSISTANT POSITIONS

- Oct 29 Domain Talent Agency is looking for an Assistant in our Century City office. Experience as an assistant or intern in a similar environment is desired but not required. Tasks include typical assistant duties: scheduling appointments, submitting clients, rolling calls, communicating with managers, casting, etc. Looking for great attention to detail, the ability to problem-solve, and think ahead. Please send your resume to 9229listings@gmail.com
- Oct 29 Artistic Endeavors is looking for a full time Management Assistant. Should have agency, management, production or casting experience. Entry level position, but room to grow and develop client list if you choose to become a manager. Looking for a driven self-starter for young developing talent and detail oriented. Start would be in January. We are located on a studio lot in Manhattan Beach. Resume and cover letter to ArtisticEndeavorsAssistant@gmail.com
- Oct 29 Non-profit seeks Programming Coordinator to schedule and facilitate our pediatric patient programming. Please be: organized, adept at multi-tasking and prioritizing, resourceful, outgoing, proactive, have strong follow through skills and be able to travel at a moment's notice. Must be comfortable in a hospital environment and be proficient in Mac, Microsoft Office, Adobe Illustrator. Excellent written and verbal communication skills required. Hours: M-F; 9a-6p. Healthcare benefits. Resumes: info@lollipoptheater.org
- Oct 29 Administrative Assistant for a non-profit. You are: personable, punctual, reliable, an expert multi-tasker, adept at prioritizing, organized, a self-starter, resourceful & detail-oriented. Duties include, but are not limited to: correspondence, filing, A/P, A/R, scheduling, general office mgmt. Mac and Microsoft Office proficient and two year prior office experience required. Hours: M-F; 9a-6p. Benefits after ninety days. Resumes: info@lollipoptheater.org
- Oct 29 Participant seeks an experienced Assistant to support the day-to-day operations of the Chief Executive Officer. Candidates should be highly organized, self-motivated, professional, discreet, and resourceful. Must have strong problem-solving skills and the ability to multitask in a fast-paced environment. Responsibilities include general admin (phones, scheduling, travel), as well as research/creative duties as needed. Experience within and knowledge of the entertainment industry required. Please email resume and cover letter to pm.asst.execoffice@gmail.com

- Oct 29 Senior Talent Manager at Industry Entertainment looking for a talent desk assistant. This is not a starter desk. All applicants must have a year assistant experience (agency/talent experience required). Must be highly motivated, detail-oriented with superior organizational/communication skills to multi-task in a fast-paced environment. Job responsibilities include handling client appointments, managing travel/schedule for manager and clients, heavy phones and overall office upkeep. Send resumes to: kimcasst@industryentertainment.com
- Oct 29 ITV America is looking for an executive assistant to handle mostly administrative tasks. These tasks include maintaining 3 executives' calendars and travel while handling email, phones and expenses. You will also assist with producer staffing and post production and programming tasks. Minimum of one to two years as executive assistant and/or production experience are a strong plus. For consideration, please send resumes to Human Resources at us.hr@itv.com
- Oct 29 Manager/Producer Dianne McGunigle is looking for an Executive Assistant. Ideal candidate is highly motivated, detail oriented and organized with at least one year agency/management experience. Responsibilities include rolling calls, heavy scheduling, providing client support such as coordinating auditions and meetings, reading scripts and generating filmmaker lists, organizing travel, and acting as a liaison between clients and industry professionals. Assistant will handle business in Los Angeles while manager/producer is on set for Atlanta in 2020. Email resumes to katherine@mgmt-entertainment.com
- Oct 29 Management 360 is seeking an Assistant for one of our literary partners and as well as a talent partner. Ideal candidates are resourceful, articulate, and professional multi-taskers that can provide superb support to and on behalf of a very busy manager. One year of desk experience at an agency or management company is the minimum requirement. This is Mandatory. Email resumes with lit or talent in the subject. jobs@management360.com

- Oct 25 Artistry Agency is looking for a Second Assistant for their commercials and music videos department. Responsibilities include directing calls, ensuring client calendars are kept up to date with holds and bookings, creating deal memos and client invoices, regularly following up on outstanding payments, and tracking numerous projects and updating the database. Commercial production and/or talent agency experience strongly preferred. Submit resumes with a cover letter to jobs@artistry.net
- Oct 25 Berland Casting looking for an Entry Level Assistant. Part time, two to five days a week. Must have a flexible schedule. Great at social media, Mac computer, highly organized and good at multi-tasking. Please send cover letter and resume to projects@berlandcasting.com
- Oct 25 Fast-paced Music Management Company with high-profile clients is seeking an extremely qualified candidate to be Assistant to the Vice President. At least one to two years of experience on a high-volume talent agency desk or similar position as an executive assistant is required. Strong organizational abilities and attention to detail are critical. This is a demanding but rewarding position that is client facing and team oriented. Please email resume and cover letter to managementjobapps@gmail.com
- Oct 25 Artists First is seeking an experienced Administrative Assistant. You must be professional, motivated and mature minded. An interested in Talent /Comedy management. One year plus - obvious desk capabilities necessary. We require a strong degree of multi-tasking, a sharp focus for details, and the ability to work in a fast-paced, client-driven environment. Our unique company culture is genuine and empowering. We offer a competitive hourly rate with a generous benefits package. Resumes to rg@artistsfirst-la.com
- Oct 25 Award-winning Santa Monica based Production Company seeks experienced Assistant to the President of Television. The assistant will perform administrative tasks including extensive scheduling, telephone calls, travel coordination, tracking incoming material, and working on a team with other department executives and assistants. Ideal candidate will have one to two years' experience assisting an entertainment executive. Proficiency in iMovie, Dropbox, Airtable and Trello are highly preferred. Please send Resume and Cover Letters to productionjobrecruiter2019@gmail.com

- Oct 22 Chief Executive Officer of Anders Media Inc. seeks Assistant. One-year previous industry/agency experience is required. Candidates must be motivated, detail-oriented, and excellent at multi-tasking. Must have a strong interest in music, film/television production. Responsibilities include answering phones, scheduling, coordinating travel, and project-related research and tracking. Please send qualified resumes to andersmediainfo@gmail.com
- Oct 22 Omnipop Talent Group is seeking an Assistant to two Comedy Talent Managers. Management or agency experience and a passion for comedy is a must. Typical assistant duties include rolling calls, scheduling, coordinating auditions, and general administrative support. Strong organizational skills, attention to detail and ability to multi-task are required. Knowledge of Microsoft Office, video editing and Wix are a plus. Please email resumes to caroline@omnipop.com
- Oct 22 Solstice Studios is seeking a hybrid Assistant/Creative Executive. This assistant will provide administrative support in a fast-paced environment to the Senior Vice President, development and production, and hustle as a creative executive. Requirements are agency experience, excellent writing skills, fastidious attention to detail, knowledge of industry players, friendly phone demeanor, professionalism, accountability, high performance. Send resumes and cover letter to solsticejobapp@gmail.com
- Oct 22 Business Affairs seeking part-time Coordinator. Must have a minimum of two years of experience in the entertainment industry as a legal assistant at a production company or law firm. Must be a team player with a can-do attitude. Needs the ability to handle all contract administration responsibilities in connection with development, production, and financing of motion pictures, podcasts and television productions. Please send current resumes to jobs@imperativeentertainment.com
- Oct 22 Seeking Assistant to support two Managers. Candidate should be driven, computer literate, detail-oriented and creative with strong communication skills. Entertainment experience and excellent computer skills are mandatory. Agency experience a plus. Editing software experience is a plus. Responsibilities include heavy phones and client interaction, scheduling, filing, etc. Email resume, cover letter and references to don@authenticM.com

- Oct 22 Mainstay Entertainment a high-level management/production company is seeking an Executive Assistant to Partner and Manager. One-year agency/management experience required. Duties include heavy phones, maintaining schedules & appointments, client submissions, booking travel, script coverage. Ideal candidate is proactive, resourceful, honest, strong work ethic, and wants to be a manager. Experience in Microsoft Suite, InEntertainment, Active Pitch preferred. Email resumes to nikki@mainstayentertainment.com
- Oct 22 Wondery is looking for a full-time Coordinator/Office Assistant to join the Los Angeles Operations Team. This role works cross-functionally to ensure the office functions smoothly and the CEO gets out the door for his meetings. We are looking for a hyper-organized self-starter, who learns swiftly, thinks critically and is enthusiastic about working with a quickly growing global brand. Reply to Careers@wondery.com
- Oct 22 Untitled Entertainment seeks an Assistant for two Vice President Talent Managers with excellent work ethic and eager to learn. One-year entertainment experience is required. Candidate should be comfortable interacting with high-level clients with excellent time management skills. Responsibilities include rolling calls; coverage; heavy scheduling & calendar management for executives and talent with logistics; administrative & client support; scheduling auditions and coordinating with casting directors, publicists, & productions. Send resumes to managementassistantopp@gmail.com
- Oct 22 Buchwald is looking to hire an Assistant to Senior Agent in the Los Angeles office. Candidates need to have one year of talent agency experience and must be organized, ambitious, detail-oriented and computer savvy. Must want to become an agent as we prefer to groom and promote from within. Knowledge of InEntertainment is preferred. Send resume to careers@buchwald.com
- Oct 22 Animated Adult Swim series seeks a full-time Office Production Assistant. Applicants must have a four-year degree, valid Driver's License, and excellent written and verbal communication skills. Duties include general organization of the office, running errands, and answering/keeping track of phone calls. Please send resumes and cover letters to jobs.hothouse@gmail.com

- Oct 22 Flame Ventures, a Film & TV production company with first look at Anonymous Content is hiring a Creative Executive/Executive Assistant. Candidates should have relevant experience and an interest in becoming a producer. Position is responsible for some general administrative and creative executive duties and ideal for someone wanting to grow in development at a high-volume company flameventuresce@gmail.com
- Oct 22 The H Collective is seeking an Executive Assistant to support the President of Production. Core responsibilities include managing phone sheet and rolling calls, coordinating internal and external meetings, heavy administrative and light personal tasks as required. This is a very busy, high-volume desk. The ideal candidate is detail-oriented, proactive, thoughtful and passionate about filmmaking. A year of traditional industry experience is preferred but not required. Please send resumes to schuyler@thehcollectivefilms.com
- Oct 22 The Voiceover Department is seeking a self-motivated Assistant with a strong work ethic. Excellent interpersonal, computer savvy, energetic, multitasker, and professional and focused in a detail oriented, communication skills are a must. Tasks include heavy phone calls/emails, scheduling, filing and recording/directing daily in-house voiceover auditions. Need to foster a supportive rapport with clientele, as well as keep calm in high pressure/quick turnaround situations. No actors please. Email resumes to talentagencypositions@gmail.com
- Oct 18 Fremantle US is seeking an Executive Assistant to support Senior Vice President. Responsibilities include, manage heavy call volume, scheduling and manage calendar, expense reports, arrange travel, special projects. Must be passionate about all things unscripted television and content with an entrepreneurial spirit. One year of agency experience required. Send resumes to jobs@fremantle.com
- Oct 18 Boutique Celebrity & Influencer Branding agency hiring a Coordinator. Great opportunity to learn about celebrity endorsements and work in a hands-on environment. Must be a self-starter, detail-oriented, have excellent interpersonal skills and a great attitude. Entertainment experience a plus. Must submit resumes with cover letters. Please include why you are interested and why you are a great fit. Email: celebritybrandingcoordinator@gmail.com

- Oct 18 Joel Stillerman is looking for an Executive Assistant to join Content Superba's growing team. A passion for storytelling in all forms is a must as well as an open mind, an entrepreneurial spirit, with a "roll up your sleeve" attitude. This is a great opportunity to play both an assistant and creative role. You will be asked to manage phones, schedule, travel, expense reports, manage office organization, coordinate festivals, maintain project logs, lists and submissions, and write coverage as you will to read incoming submissions. Send resumes to sm@contentsuperba.com
- Oct 18 Fierce Baby is seeking a full-time Assistant to their TV & Feature executives. This is a very busy & creative desk for two executives with duties that include phones, scheduling, script coverage, and more. The perfect candidate must be incredibly organized, a self-starter, with deep passion for development for both TV & Film. Candidates should have at least one year of experience on an agency or production company desk - familiarity in TV scripted development is a plus. Email resumes to fbtvassistant@gmail.com
- Oct 18 Beverly Hills literary TV/film & talent management firm seeking qualified candidates for an Assistant in the literary department, with a potential path to becoming a junior manager. Duties include, but are not limited to rolling calls, submissions, scheduling, organizing, script coverage, and other general office duties. Agency or management experience is a plus. Please send a cover letter and resume with Literary Assistant in the subject line to asst@shereequitarent.com
- Oct 18 6th & Idaho is looking for an additional Assistant to work with Adam Kassan, Rafi Crohn and a still to be determined new TV executive. Agency or studio experience mandatory. Heavy phones and scheduling as well as coverage, notes, lists, grids, and tracking needed. Must have a passion for both film and TV, an eye for emerging talent, and a killer work ethic. Please send resumes to sixthandidahoassistant@gmail.com
- Oct 18 Fremantle US is seeking an Executive Assistant to support the Scripted Production Team. Responsibilities include manage heavy call volume, scheduling and manage calendar, expense reports, arrange travel, special projects. Must be passionate about all things scripted television & content with an entrepreneurial spirit. One year of agency experience required. Send resumes to jobs@fremantle.com

- Oct 18 Alchemy Entertainment is seeking an Executive Assistant to the President. Candidate must be able to work extremely well in a fast-paced environment and be able to handle heavy phones and scheduling. Self-starter and organizational skills are a must. Candidate will be working closely with clients as well as some personal tasks. At least one year of agency/management experience strongly preferred. Looking for someone to start right away. Please send resumes to TalentMgmtAsst@gmail.com
- Oct 18 Chief Executive Officer of Anders Media Inc. seeks assistant. One-year previous industry/agency experience is required. Candidates must be motivated, detail-oriented, and excellent at multi-tasking. Must have a strong interest in music, film/television production. Responsibilities include answering phones, scheduling, coordinating travel, and project-related research and tracking. Please send qualified resumes to andersmediainfo@gmail.com

PERSONAL ASSISTANT POSITIONS

- Oct 25 Actress seeks Personal Assistant. This is a full time, on-the-go position. Requirements: time management, an ability to multitask and make thoughtful and mature choices. This position is heavy on the personal tasks, and about maintaining a rhythm and routine of self-care and efficiency no matter what is happening. On call 7am – 9pm, Monday through Saturday. Two to three years of prior experience. To apply for this position, please submit your resume with a cover letter to celebasst2019@gmail.com
- Oct 22 Film Director seeking Personal Assistant. Must be tech savvy with Mac, social media, apps, phones, and video editing. Regular tasks include light cooking, personal errands, supervising house vendors, medical billing, taking care of dogs, light laundry, house-sitting. Must be able to get it done with minimal supervision. Resumes and references to greatpersonalassistant1@gmail.com

- Oct 22 Established Writer/Producer juggling various projects seeks an organized Personal Assistant with some entertainment industry experience. Must be able to handle diverse tasks which include buying supplies, scheduling, researching, note-taking, and coverage of books and TV and film scripts. Story sense, social media savvy, and some fluency in Spanish, French or Arabic a plus. This is a paid, part-time position. Please email resume to Retracinc@icloud.com
- Oct 22 Writer/producer & Author (husband & wife) seeking Personal Assistant to manage their home office and property. Currently living in Agoura Hills but will be moving to Camarillo early next year. Duties include scheduling meetings and appointments, booking travel, social media management, caretaking of pets, and physical odd jobs. Lifting required. Car required. Working knowledge of apple products required. Experience with graphic design and video editing a plus. 25+ hours/week. Please submit resume and cover letter to agouraassistant@gmail.com
- Oct 22 Newly relocated from Actor from Canada seeking part time help with research, calendar management, booking travel and communications/home office organization including technical support with social media/publicity. Familiarity with Canadian and American Indian experience a plus. Must work flexible hours, travel (on occasion) and have own transportation and a driver's license. International Travel documents are desirable. Please send resume including employment references to TCardinalAsst@gmail.com
- Oct 18 Actor/Comedian is seeking qualified candidates for a full time Personal Assistant position based in Los Angeles. Duties will include scheduling, travel, as well as running business and personal errands. Candidates must be organized and have stellar editing and social media skills. Please send resumes to assistantjobla2019@gmail.com
- Oct 18 Producer Barry Mendel seeks full-time Assistant. Must write well and have strong creative abilities. Assistant skills are required to: handling phones, scheduling, organization, etc. Will work in office and possibly on set too. Please send resumes and cover letters to producerasst123@gmail.com

PUBLIC RELATIONS, MARKETING, ADVERTISING POSITIONS

MUSIC INDUSTRY POSITIONS (INCLUDING INTERNSHIPS)

DIGITAL, SOCIAL MEDIA POSITIONS

NON-LA POSITIONS

- Oct 25 This opportunity is based in New York City. MY Entertainment is seeking a highly organized, charismatic, and reality-TV loving Executive Assistant to assist three high-level executives and the development department. To apply, please submit your resume with a brief cover letter in the body of the email to devassistant@myentprod.com
- Oct 22 Food Network is looking for Administrative Assistant in New York. We are looking for someone who is either hungry to learn and is okay with being in this role for at least one year and a half years or a career/professional assistant. Responsibilities include providing administrative support to the entire Food Network development and programming department, directly assist five executives including: scheduling, travel, expenses, and department meetings. Resumes to ALAssistant@unitedtalent.com
- Oct 18 Seeking Assistant to support two Digital Talent Managers in New York. Candidate should be driven, computer literate, detail-oriented and creative with strong communication skills. Entertainment experience and excellent computer skills are mandatory. Agency experience a plus. Editing software experience is a plus. Responsibilities include heavy phones and client interaction, scheduling, filing, etc. Email resume and cover letter to don@authenticM.com.

GENERAL OFFICE, RECEPTIONIST, PA, BOOKEEPING, RUNNER, READER POSITIONS

INTERNSHIPS

- Oct 29 KMR seeks upbeat/detail-oriented Lit Department intern. Ideal candidate has a basic knowledge of running an office (phones, scheduling, logs/tracking); as well as composing thorough coverage of pilots/screenplays, evaluating scripts, brainstorming with writers, etc. Applicants must commit to two to three days/week for the next three plus months. This is a fun and busy work environment - with opportunity to learn aspects of the biz. The position is unpaid. Email resume/cover letter to KMRLanierAsst@gmail.com
- Oct 29 Lynette Howell Taylor's company, 51 Entertainment is looking for interns. Primary responsibilities include reading scripts and providing coverage, office management, exposure to administrative work and covering desks. This is a non-paid internship. Candidates should be able to receive school credit, have reliable transportation and be dedicated and eager to learn. Please send resumes to sammy@51entertainment.com
- Oct 29 The Radmin Company seeks an intelligent, creative intern with a sense of humor. Must be available Tuesdays and Thursdays and have a car and laptop. Looking for a three month commitment. In addition to light general office duties, interns read and evaluate scripts and write coverage. Email a short cover letter, resume, and coverage sample to with "Office Internship" in the subject line. Internship is unpaid, but school credit is available. jobs@radmincompany.com
- Oct 29 Mad Chance Productions is looking for interns 2 days/week (8 hours/day) January - April/May 2020. Responsibilities include: script coverage, availability and rights enquiries, helping to maintain project-specific lists, participating in intern seminars, basic office duties. Must be a strong writer, good listener and be comfortable asking questions. The internship is unpaid and candidates must receive school credit. Computer/car required. To apply, please send a CV and cover letter to assistant@madchance.com

- Oct 25 Joint Effort is seeking development Interns for the fall semester. Interns will focus on completing coverage, answering phones, and other office tasks. This is the perfect opportunity for aspiring producers, directors, and writers. Interns work two to three days per week from 9:00 AM - 5:00 PM throughout their semester. This internship is for school credit only. Please reach out with a resume and cover letter to jointeffort.asst@gmail.com
- Oct 25 Phoenix Pictures (Black Swan, Shutter Island, Zodiac) is looking for Winter interns. Primary responsibilities include reading scripts and providing coverage, script analysis and breakdown, participation in creative meetings with executives, exposure to administrative work and covering desks. This is a non-paid internship. Candidates should preferably be currently enrolled in school, have reliable transportation and be dedicated and eager to learn. Please send resumes to phoenixpicturesinternship@gmail.com
- Oct 22 Artists First is seeking Spring Interns for our Los Angeles office. Interning requires a strong degree of multi-tasking, sharp focus details, the ability to work in a fast-paced, client-driven environment. Be a team player, self-motivated and willing to learn. Script coverage expectation. Must be articulate, with excellent communication skills. We require at least two full days a week. School credit is mandatory. Please send resumes to rg@artistsfirst-la.com
- Oct 22 Gersh seeks Mailroom Trainee for their Talent Department. The position provides excellent potential for growth/upward mobility. Responsibilities include delivering mail and packages, printing scripts/grids, printing and distributing breakdowns, editing reels for talent, rolling calls, providing administrative and client support, script coverage. Ideal candidate: personable, detail-oriented, motivated, excellent communication skills, calm under pressure and have excellent work ethic. Bachelor's degree required. Email resume and cover letter careers@gersh.com
- Oct 18 Roadside Attractions is looking for Spring 2020 Interns. Interns will be exposed to numerous aspects of independent film production and distribution. Specific duties will include writing script coverage, updating databases, compiling press breaks, and completing ad hoc projects. This is a paid internship. Please submit a resume and cover letter with your days of availability to rsacareers7920@gmail.com

- Oct 18 Winter/Spring Interns needed at Boutique Talent Agency representing Talent and Influencers for branding & celebrity endorsements. Ideal candidates are resourceful, great at research and organized. Must be able to start January/February 2020. Internship for school credit only. Please submit resume with a cover letter. Must include why you are interested and also why you are a great fit to apply. Email: celebritybrandingcareer@gmail.com
- Oct 18 The Radmin Company seeks an intelligent, creative Intern with a sense of humor. Must be available Tuesdays and Thursdays and have a car and laptop. Looking for a three-month commitment. In addition to light general office duties, interns read and evaluate scripts and write coverage. Internship is unpaid, but school credit is available. Email a short cover letter, resume, and coverage sample with "Office Internship" in the subject line to jobs@radmincompany.com

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